

CONFIDENTIAL

8 December 1951

MEMORANDUM FOR: Assistant Director/Personnel

THROUGH : Director of Personnel

SUBJECT : Central Processing Branch

25X1 1. CIA Regulation [] dated 8 October 1951 established the Central Processing Branch under your supervision. Since the establishment of the Branch, a close study has been made to determine the performance of the operation from an efficiency standpoint. Operating divisions have been contacted and have advised that the Central Processing Branch has greatly succeeded in centralizing many of the finance, personnel, and transportation phases necessary to the processing of all outgoing and incoming employees of the Agency. The Table of Organization of the Central Processing Branch was authorized on the basis of two employees being assigned from the Personnel Office, two from the Finance Division, and two from the Transportation Division. These people are responsible administratively to the Chief of Personnel Division (C), but remain on the T/O of their respective divisions. This is not satisfactory, as full and complete administrative control is difficult when an employee is on another T/O.

25X9A2 2. The people assigned to the Central Processing Branch are not sufficient in number to carry the present workload which is rapidly increasing. During last month, the Central Processing Branch had 762 interviews and 3,295 telephone calls which is nearly double that which was expected when the Branch was established. There are at present [] people assigned to the Branch and an increase of [] is requested. Tab A, attached, includes present and proposed T/O, job descriptions, and desired grades.

25X1 3. The space assigned to the Central Processing Branch when activated was two bays. This is not sufficient to handle the present workload. Under the present space arrangement, [] people, file cabinets, and the many interviewees are crowded into each bay. There is no privacy, and as a result, all personal questions are heard by all other interviewees. It is normal for one interviewee to try to get his problems completed by interrupting any and all conversations with others. Tab B outlines what I believe to be the necessary arrangement for efficient operation. The plan requires four bays. A waiting room has been provided which would keep all people centralized until they could be called for interview at one of the twelve desks. While in the waiting room, the interviewees could complete all the necessary forms and thereby save time. Private booths for each desk could be arranged by the utilization of portable separating screens without which more than four bays would be necessary.

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Central Processing Branch (Continued)

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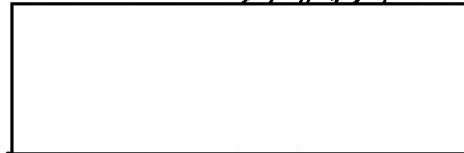
4. It is believed that, with the addition of more people and space, further assistance could be provided the operating divisions, such as:

a. Assistance to TRC in debriefing returnees. Some of the employees referred to TRC are not required to receive debriefing; and therefore, the individual's time and patience have been wasted. The Central Processing Branch can obtain from all returnees information desired by TRC on an approved form and forward to TRC. If interviews are desired, the employee will be called directly.

b. Employees have been sent to TSS for interviews upon return from overseas. The present system results in more than a few unwanted returnees being sent to TSS. However, by the forwarding of a list of all returnees, the people desired could be scheduled for specific interviews and thus eliminate all unnecessary detail.

5. The increased T/O and additional space are absolutely necessary to perform the assigned work in the Central Processing Branch. The Management Office has been aware of this problem and I am sure they will also recommend approval.

6. Your early authorization will be appreciated.



Chief, Personnel Division (C)

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